

LAST REVISED DATE: 05/01/2017

General Information

Task	Process Information
Running the Trial Balance Report	This report combines detail and summary balance information. It shows the ending ledger balances for the specified year and period by ChartField combination. Also displays subtotals by ChartField and prints a final total for debits and credits.

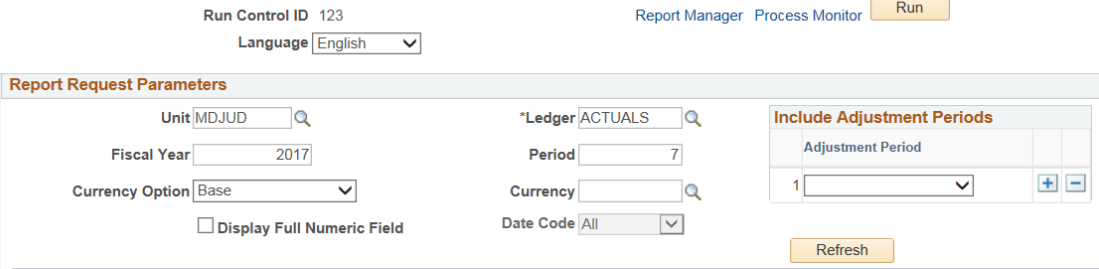
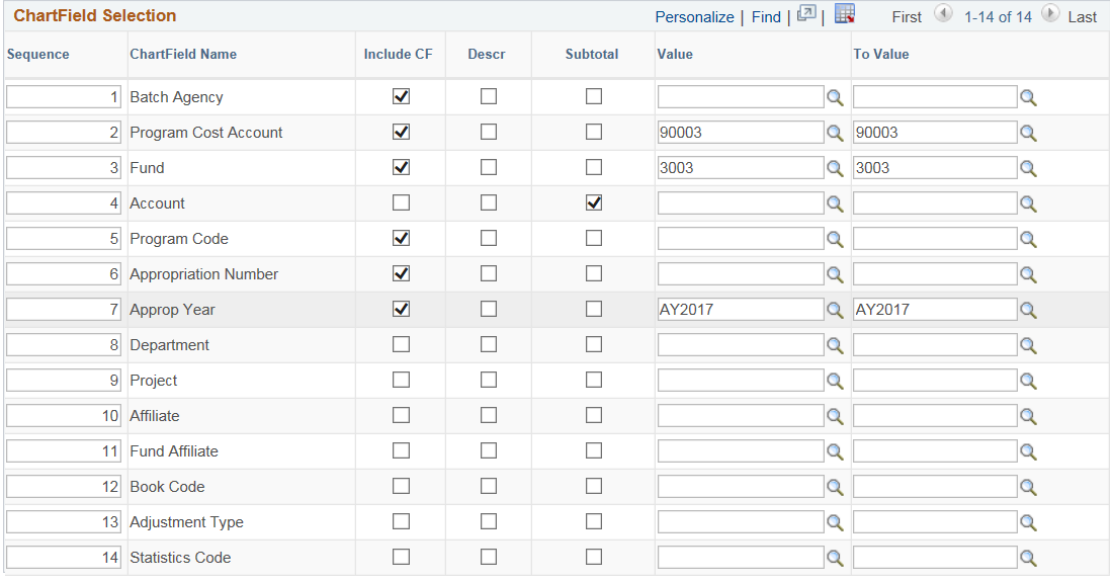
GEARS Navigation

General Ledger > General Reports > Trial Balance	<div> Favorites ▼ Main Menu ▼ General Ledger ▼ General Reports ▼ Trial Balance </div>
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1.0 Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Select the "Add a New Value" Tab.	<p>Trial Balance</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>Run Control ID <input type="text"/></p>
2.	<p>Enter a Run Control Id</p> <p>This is the name you would like to save your parameters selected as. No spaces are allowed.</p>	<p>Run Control ID <input type="text"/></p>
3.	Click the <input type="button" value="Add"/> button.	

4.	<p>In the Report Request Parameters box, enter the following information.</p>	<ul style="list-style-type: none"> • Business Unit – This value will always be 'MDJUD'. • Ledger – This value should be 'ACTUALS'. • Fiscal Year – Select the year you are searching. • Period – Select the period you are searching. <p>(NOTE: Period 1 = July, Period 2 = August, ... Period 12 = June)</p> <p>Trial Balance Report</p> 
5.	<p>Click on the Refresh button to blow out the chartfield detail criteria.</p>	
6.	<p>Add criteria to the ChartField Selection area.</p>	<ul style="list-style-type: none"> • Sequence – Enter the sequence number for each included chartfield to designate the sequence number of the chartfield on the report. • Include CF – Check the box on the line for each chartfield you want to view on the report. • Descr – Check the box if you would like to see the description along with the chartfield value on the report. • Subtotal – Check the box to subtotal for the chartfield on the report. • Value / To Value – Add a From Value and a To Value range for each chartfield line to further define the report criteria. If left blank, all qualifying chartfield values will be included. 
7.	<p>Save the run parameters for the next time of use by clicking the Save button.</p>	

8.	Click on the <div>Run</div> button to start the report.																					
9.	Confirm the Trial Balance Report line is selected (checked) and click on <div>OK</div> .	<div>Process Scheduler Request</div> <div><div>User ID lisa.gutierrezRun Control ID 123</div><div><div>Server Name<div></div></div><div>Run Date02/13/2017</div><div>Recurrence<div></div></div><div>Run Time10:57:25PM</div><div>Time Zone<div></div></div><div>Reset to Current Date/Time</div></div><div>Process List</div><table><tr><th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th><th>*Type</th><th>*Format</th><th>Distribution</th></tr><tr><td><input checked="" type="checkbox"/></td><td>Trial Balance Report</td><td>GLS7012</td><td>SQR Report</td><td>Web</td><td>PDF</td><td>Distribution</td></tr></table></div>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Trial Balance Report	GLS7012	SQR Report	Web	PDF	Distribution						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution																
<input checked="" type="checkbox"/>	Trial Balance Report	GLS7012	SQR Report	Web	PDF	Distribution																
10.	Click the Process Monitor link.																					
11.	Click on the <div>Refresh</div> button until the process is listed with a Run Status of 'Success' and a Distrib Status of 'Posted'.	<div><div>Process ListServer List</div><div>View Process Request For</div><div><div>User ID lisa.gutierrez</div><div>Type<div></div></div><div>Last<div></div></div><div>2</div><div>Days</div><div>Refresh</div></div><div><div>Server<div></div></div><div>Name<div></div></div><div>Instance From<div></div></div><div>Instance To<div></div></div></div><div><div>Run Status<div></div></div><div>Distribution Status<div></div></div><div><input checked="" type="checkbox"/> Save On Refresh</div></div><div>Process List<div>PersonalizeFindView All</div><table><tr><th>Select</th><th>Instance</th><th>Seq.</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th></tr><tr><td><input type="checkbox"/></td><td>1052867</td><td></td><td>SQR Report</td><td>GLS7012</td><td>lisa.gutierrez</td><td>02/13/2017 10:57:25PM EST</td><td>Success</td><td>Posted</td><td>Details</td></tr></table></div></div>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	1052867		SQR Report	GLS7012	lisa.gutierrez	02/13/2017 10:57:25PM EST	Success	Posted	Details
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details													
<input type="checkbox"/>	1052867		SQR Report	GLS7012	lisa.gutierrez	02/13/2017 10:57:25PM EST	Success	Posted	Details													
12.	Click on the Go back to Trial Balance link.																					
13.	Click on the Report Manager link.																					
14.	Click on the <div>Administration</div> tab.																					

15. Click on the [Trial Balance Report](#) link that corresponds to the process date and time that was run.

The report will open as PDF in a new window.

List

Explorer

Administration

Archives

View Reports For

User ID

isa.gutierrez

 x

Type Last 1 Days

Status Folder Instance to

Refresh

Report List

Personalize | Find | View All |

First 1-11 of 11 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1007542	1052867	Trial Balance Report	02/13/2017 10:59:37PM	Acrobat (*.pdf)	Posted	Details

16.

Report ID: GLS7012
Bus. Unit: MENUD--Administrative Office of Court
Ledger: ACTUALS -- Actuals Ledger
As of Year 2017 and Period 7
Base Currency: USD

PeopleSoft GL
TRIAL BALANCE

Page No. 1
Run Date 02/13/2017
Run Time 22:59:50
Prcs Instance: 1052867

Batch	Agcy	PCA	Fund	Program	Approp Number	Approp Yr
C25		90003	3003	D009	A0009	AY2017

Cur	Transaction Debit	Transaction Credit
USD	983,477.97	0.00

Total for Ledger

USD	983,477.97	0.00
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End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.